

# ***Job Description***

## **Conservation Administrator**

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**Town/City:** Marshfield

**Date:** 9/1/2016

**Board/Department:** Conservation Commission

**Class/Position:** Department Head (Conservation Commission Administrator)

**Hours:** 40 hours per week

### **GENERAL DEFINITION**

Provides support, coordination, and professional management for the Conservation Commission in carrying out its mandate and its mission to protect the community's natural resources including its biodiversity, unique natural areas, wetlands, coastal areas and other resources.

Uses professional expertise, critical thinking and interpersonal skills to accomplish varied functions that range in nature from routine to complex. These require considerable judgment and initiative in determining courses of action not clearly defined by precedent, statute or established guidelines.

Works under the general direction of the Conservation Commission and in accordance with applicable laws and regulations. Provides professional supervision for the Commission's work and projects. Supervises all other Commission staff. Occasionally supervises consultants hired by the Commission, and volunteers working on conservation land or Commission projects. Serves as advisor/liaison to other boards/departments, as directed by the Commission.

Has considerable independence and responsibility. Works with minimal supervision on a weekly basis.

### **WORK ENVIRONMENT**

Some work is performed under typical office conditions. Some work is performed in the field, in thick woods, and in wet areas. There is exposure to various weather conditions, including heat, high wind, rain and deep snow. There can be exposure to potential health hazards, such as lyme disease and west nile virus, plant irritants such as poison ivy, and the hazards associated with site work and construction such as noise, heavy equipment, and insecure footing.

Work schedule is largely during business hours, but also includes regular evening meetings, some early morning, evening, and weekend field work and site visits. Attendance at relevant training sessions and professional meetings is expected.

Makes regular contact with town departments, state and federal agencies, professional associations and other non-profit organizations, developers, attorneys, engineers and the general public. Contacts involve discussing complex environmental laws and regulations, approaches and procedures, as well as meeting routine requirements.

Has access to a minimal amount of confidential information; most information is available to the public. Errors could result in delay and confusion, have monetary and/or legal repercussions, and cause adverse public relations.

## **DUTIES AND RESPONSIBILITIES**

### **Open Space/General Resource Protection**

Assists the Commission in planning, acquisition, administration and management of municipal conservation land. Some projects are accomplished in cooperation with volunteers, other boards or consultants. Specifically the Administrator:

- \* Helps identify unique local resources, prioritize parcels for acquisition, set goals and criteria.
- \* Helps prepare Open Space and Recreation Plans to meet criteria for approval.
- \* Researches and conducts on-site evaluations of parcels under consideration for acquisition, donation, conservation or agricultural preservation restrictions.
- \* Builds relationships with landowners, local and regional land trusts, the Open Space and Community Preservation Committees.
- \* Researches/proposes management approaches and plans that provide a diversity of habitats and other conservation values.
- \* Oversees/carries out management tasks such as trail building and maintenance, signage, and cleanup.
- \* Assures compliance with rules and regulations for conservation lands; issues needed permits; and addresses user problems.
- \* Fosters good relations with abutters, builds "friends groups" and other support.
- \* Researches, pursues and coordinates grant and other funding opportunities; writes proposals and manages grants.

### **Wetlands Protection**

Assists the Commission in the administration and enforcement of the Massachusetts Wetlands Protection Act and the Town of Marshfield Wetlands Protection Bylaw as follows:

- \* Assures legal requirements are met including postings, timeframes, minutes and other records.
- \* Reviews Notices of Intent/other filings and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly.
- \* Schedules meetings/hearings; processes and distributes/submits forms.
- \* Arranges and conducts, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Prepares relevant forms/reports.
- \* Assures or conducts review of field delineations, sensitive areas, presence of rare species etc. Engages technical expertise/consultants as required by the Commission.
- \* Processes forms; evaluates findings; submits recommendations to the Commission; drafts permits with associated conditions and other documents.

- \* Monitors construction to ensure compliance with permits.
- \* Assures Commission participation in DEP and court appeals. At direction of Commission consults with town counsel and assists in the preparation of testimony and other documents.
- \* Responds to complaints, investigates potential violations and takes/recommends appropriate action/remediation.
- \* Maintains case files and materials including computer database; builds solid case record.
- \* Participates in writing/passing/amending the wetlands bylaw/associated regulations.

### **Additional Responsibilities**

- \* Drafts budget/annual report.
- \* Manages Commission office, maintains regular office hours.
- \* Keeps current by attending training sessions/workshops of the Massachusetts Association of Conservation Commissions, the Massachusetts Society of Municipal Conservation Professionals, DEP, and others as appropriate.
- \* Develops strategies and materials to achieve success for Commission initiatives.
- \* Serves as an information resource, researches issues, provides data.
- \* Familiarity with Massachusetts Building Code for Barrier Beach and Flood zone issues
- \* Working knowledge of FEMA / FIRM Flood Zones
- \* Attends all public meetings and hearings of the Commission.
- \* Prepares reports, correspondence, presentations, other written material for Commission review.
- \* Interacts and provides assistance to other town boards and departments, state and federal agencies, on issues related to wetlands, conservation and environmental matters as required.
- \* Reviews and/or prepares plans, maps & reports using GIS databases.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in environmental science or related field and a minimum of two years experience in wetlands protection, land conservation, environmental management or related field; or equivalent combination of education and experience.

#### **Special Requirements**

Valid Massachusetts Class D Motor Vehicle Operator's License and use of personal car, if town vehicle not available. Must be a Notary Public, if required by the Commission.

## **Knowledge, Ability and Skill**

Understands the importance of biodiversity, water resource and open space protection.

### **Additional Consideration**

Knowledge of coastal management issues and changing rules (ex: Barrier beach protection, flood zones, mitigation techniques).

### ***Working Knowledge of:***

Principles of land protection and management.

Identification of local plants, natural communities, and wildlife.

Statutes and regulations applicable to the jurisdiction of Conservation Commission.

The Massachusetts Wetlands Protection Act and associated regulations and policies, and of municipal wetlands bylaws.

Relevant areas of pure and applied wetlands science such as vegetation communities, functions and values, replication.

Wetlands boundary identification/verification based on plant species and indicator status identification of hydric soils using Munsell or similar charts

Rare species requirements, vernal pools and the certification process.

Geology and hydrology, erosion control techniques, retention and detention ponds.

GIS databases, layers & interfaces.

### ***Ability to:***

Communicate clearly in oral, written and graphic form.

Work independently, show initiative, solve problems.

Interpret technical data, read engineering maps and plans, critically analyze information.

Effectively manage an office, work cooperatively with the Commission, and organize Commission activities effectively.

Deal professionally and tactfully with town officials, town employees, government agencies, the general public, attorneys, engineers, consultants, and project applicants.

### ***Skill in:***

Computer literacy including word processing, database management, spreadsheets, e-mail, web.

Equipment use including digital camera, projector, field tools, copier, fax, phone system.

## **Physical Requirements**

Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort frequently required in the field. Often required to stoop, bend, reach, dig and lift. Physical agility needed to access all areas of conservation lands, potential acquisitions, and project sites. May spend several hours at a time walking or standing.

Ability to distinguish fine color variations needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.